



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 17269 - Partnership & Liaison Officer - GS-14

**Salary Range:** \$94,796 - \$145,629 (not applicable for detailees)

**Vacancy Open Period:** 8/28/2017 – 8/27/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PE/FSL&T

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration\*\*\*

### This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

**PARTNER ENGAGEMENT COMPONENT MISSION** The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

## Major Duties and Responsibilities (MDRs)

- Serve as Partnership Officer in the Federal Partnerships group of the Federal, State, Local and Tribal Partnerships (FSLTP) Division.
- Plan and participate in partnerships with non-Title 50 departments and agencies; plan and participate in collaborative activities with these partners in accordance with the Office of the Director of National Intelligence's (ODNI) intelligence integration strategy; represent ODNI in interagency working groups to recognize, value, build, and leverage collaborative working relationships and networks with these organizations.
- Plan, develop, and communicate policies, guidelines, and procedures that support information sharing with federal partners and provide a framework for managing the relationships between federal partners, the ODNI, and Intelligence Community (IC) elements.
- Manage and organize IC and ODNI working groups, meetings, boards, and other fora to facilitate dialogue between the ODNI and intelligence leaders of federal partner agencies to exchange information, develop recommendations, resolve issues, and implement specific ODNI policies regarding partner relations issues.
- Plan, develop, and present briefing papers, meeting guidance, and other related information on partner information sharing issues, partner relationships, and policies for senior leaders.
- Plan and manage all aspects of federal partner visits with ODNI leadership, to include advance coordination with partners at the Headquarters level and in the field, developing meeting agendas, preparing ODNI leadership for meetings, , and monitoring the completion of follow-on actions.
- Prioritize and complete staff actions and ODNI internal and external taskings pertaining to federal partner relationships in a timely manner; plan and participate in partner meetings, interagency fora, and special events, and address ODNI leadership questions concerning partner relations.
- Develop and continually expand staff officer skills and subject matter expertise to facilitate intelligence integration and effective coordination between ODNI components, the IC, US Government agencies, and federal partners and in so doing improve senior leadership support, strengthen relationships, and establish staff procedures.



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## Mandatory and Educational Requirements

- Demonstrated experience and knowledge of the ODNI and IC (e.g. intelligence policy, IC missions, and interagency coordination) to build and sustain effective working relationships and promote the sharing of information with domestic partner organizations.
- Extensive knowledge and proven ability in consistently demonstrating key attributes of effective staff officers, to include anticipating requirements, displaying initiative, and seeking and following additional guidance and perspective.
- Demonstrated interpersonal, organizational, and problem-solving skills, including proven ability to work effectively both independently and in a team or collaborative environment; proven ability to lead and support cooperative relationships within the IC and with FSLT partners.
- Strong oral and written communication skills; demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Demonstrated ability to develop collaborative solutions for issues of common concern with partner organizations; demonstrated ability to manage sensitive matters and/or complex problems, make key contributions to group efforts, and exercise appropriate leadership and initiative.
- Demonstrated ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as demonstrated ability to integrate and build upon diverse opinions in a manner that encourages the development of integrated solutions and way-ahead strategies.
- Demonstrated knowledge and extensive experience in working with ODNI partners including federal, state, local, or tribal entities.
- Strong ability to work effectively in an interagency environment on complex issues requiring negotiation and consensus-building.

## Desired Requirements

- Experience working in or with intelligence teams in non-Title 50 departments and agencies.
- Operational/field experience involving intelligence support to the IC's FSLT partners.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to



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submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (*Daniel J.*) and [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (*Daniel J.*) and [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.



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## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**